

USING MICROSOFT TEAMS



Download Microsoft Teams from your supported App Store.

1. Logging in:

To Log in to Teams you must use:

Login: username@astn.uk

Example: kealeym@astn.uk

Password: School Password

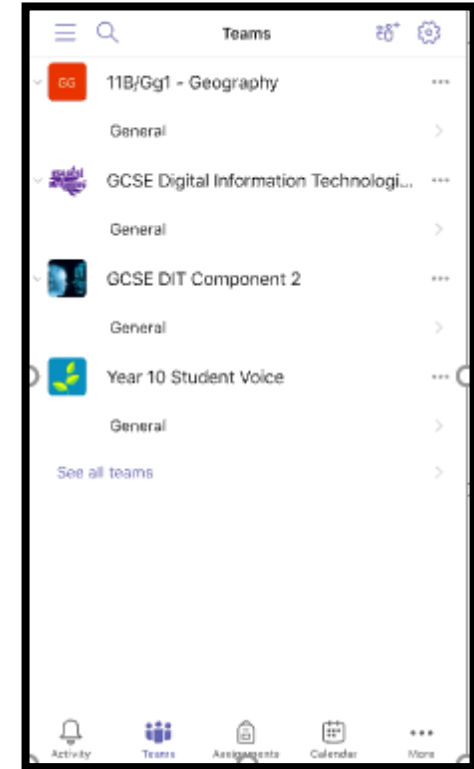
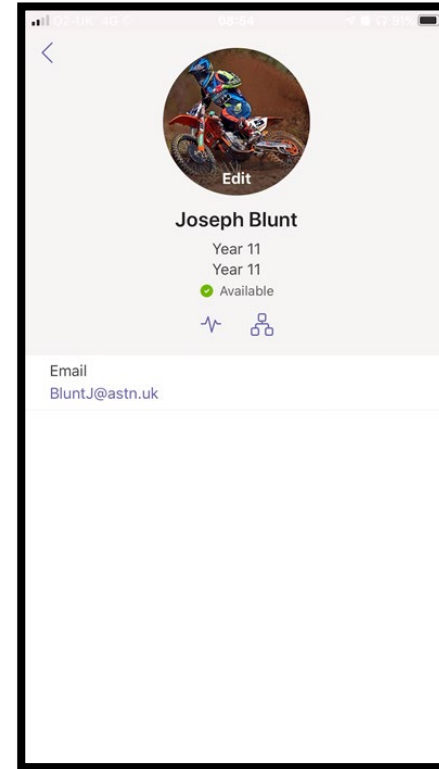
This is the same as the password you used to log on to the PCs in school password

Being Part of a Teams:

Being part of a team is like belonging to a class. Each teacher will add you to a teams as part of their class

This means that they can share tasks (assignments) and resources with you

You can then return work for it to be marked.



3. The Screen Layout:

Here you can see:

1. The Welcome Screen
2. The list of teams you belong to as a member

Select the team you wish to work in or communicate with.

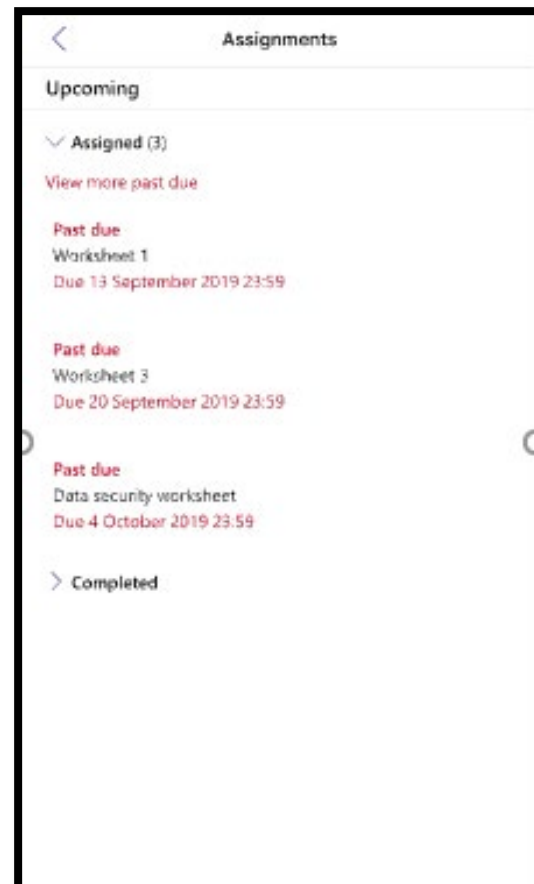
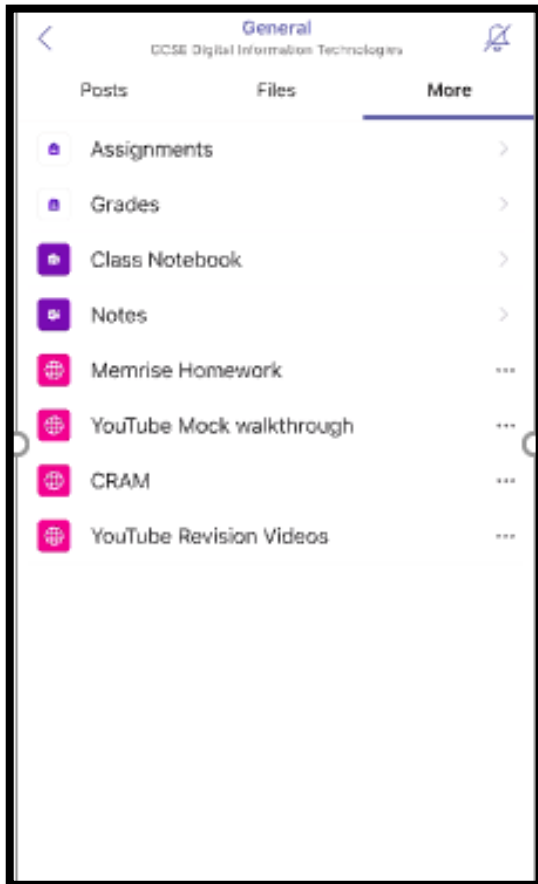
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4. Accessing Assignments

When you have accessed the team, please select **assignments**.

You may have to click **more** to make the **assignments** appear if you are using a **mobile device**.

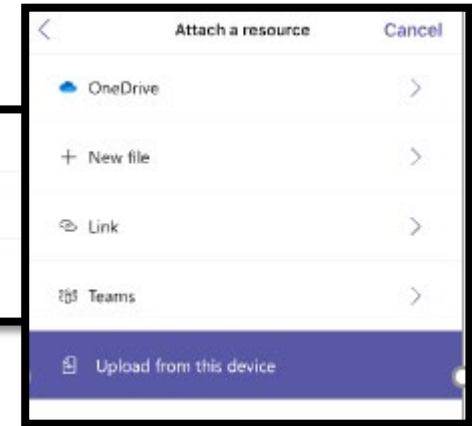
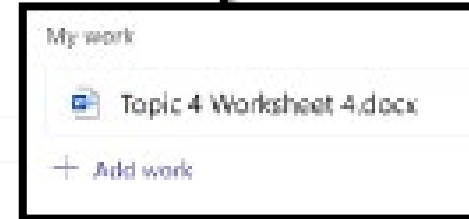
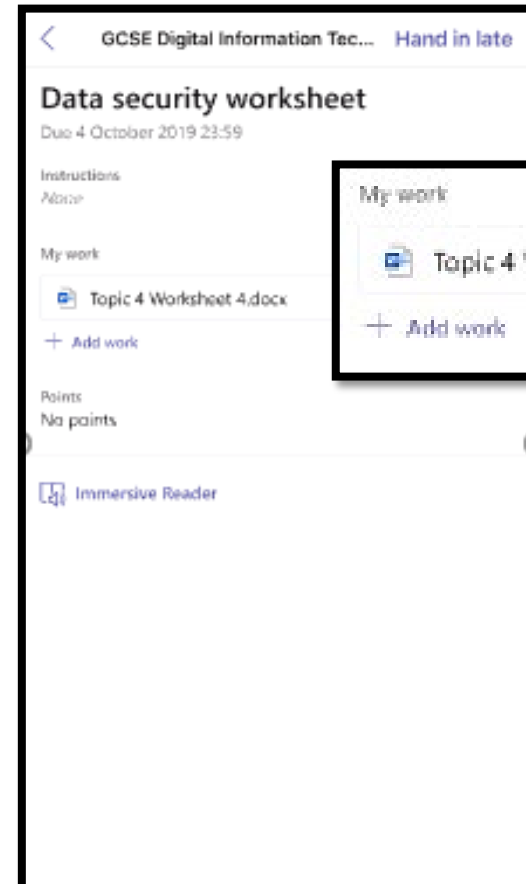


5. Selecting the Appropriate Assignment

Select the assignment you wish to submit.

Read the instructions carefully.

If there is an **attached document** you will be able to click on it to edit it.



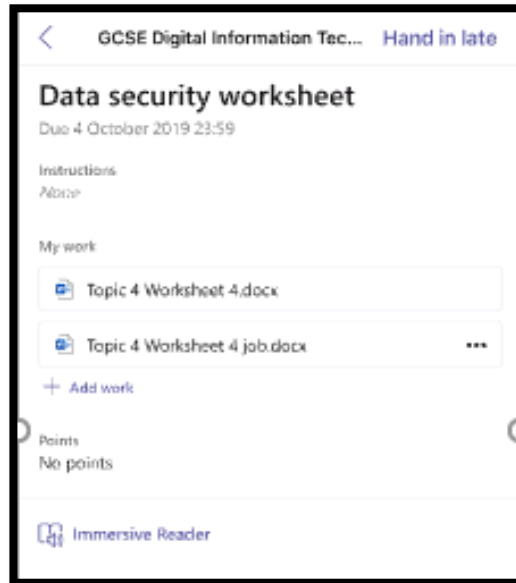
You can also add documents or photographs by clicking on **Add work**.

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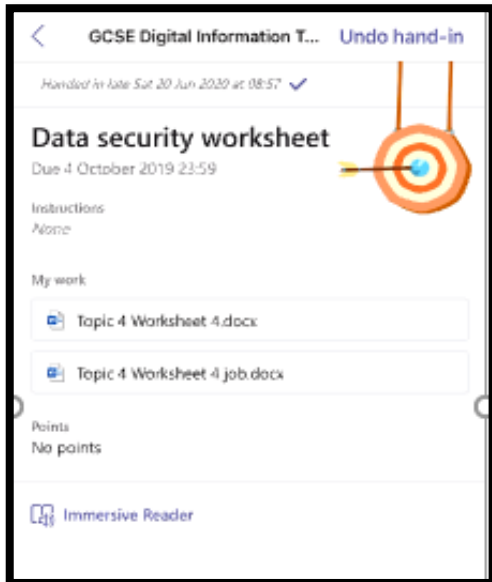


6. Submitting Work

When you have attached the file you can select **Hand in** if your work is on time or **Hand in Late** if you have not met the deadline.

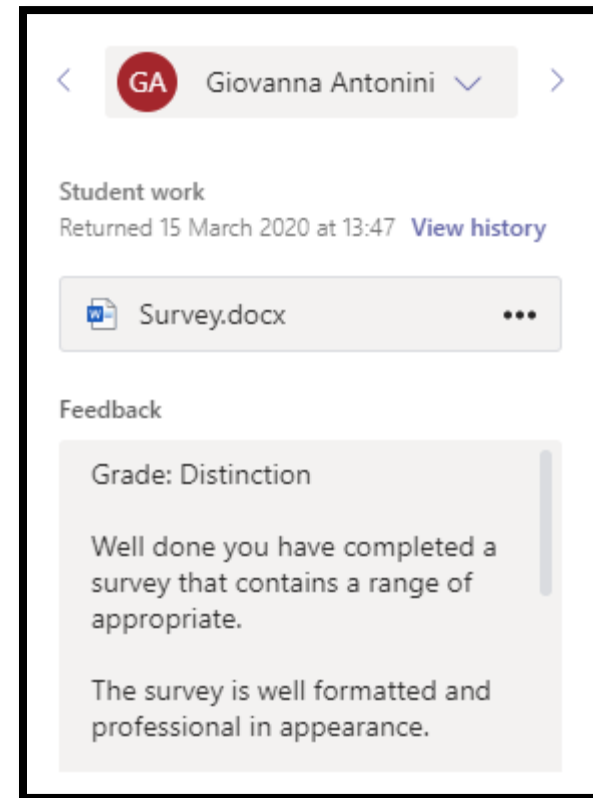


An animation will appear to let you know you have submitted your work successfully.



7. Checking your feedback

When the teacher has marked your work and given you feedback when you click on the assignment you can read this and improve your work.

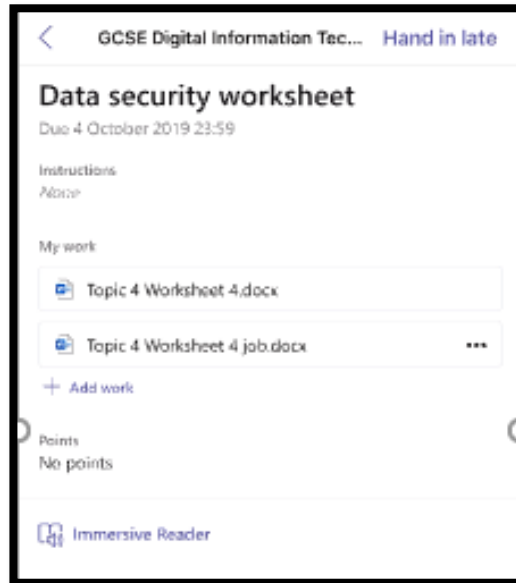


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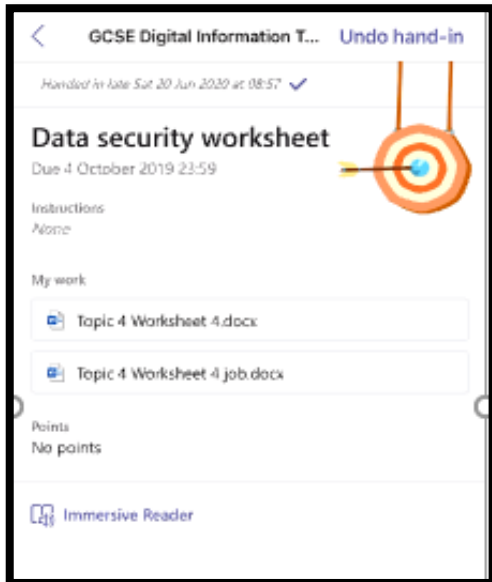


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